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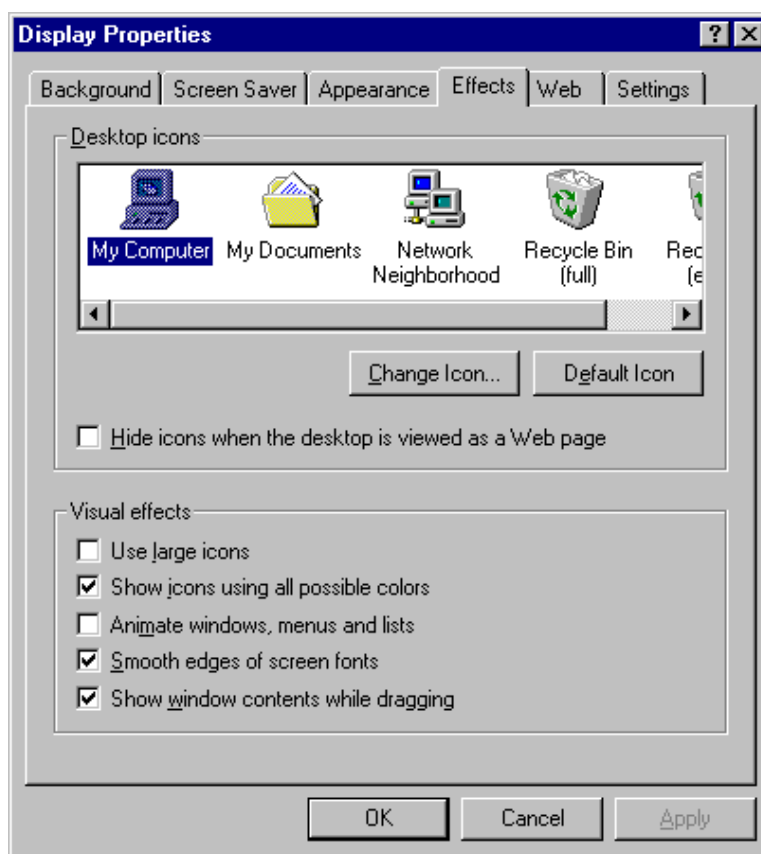
# PC Tips

## Windows Effects

One of the changes in Windows® 98 from Windows® 95 is the gradual fly-out of menus. On older, slower machines, this can be either annoying or helpful, depending on your point of view. If you would like to turn it off (or back on again), click on Start > Settings > Control Panel and double-click on the Display icon to get to the Display Properties window. Click on the Effects tab. Under the Visual Effects section, click on “Animate windows, menus and lists” to either de-select or select this feature.

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## Watch Out for Outlook®

Outlook® and Outlook® Express send messages in rich text format by default. They also allow HTML format to be used for email messages. Be aware that not all email programs can display these type of messages properly. Even if the email program (like Eudora) can display it in rich text or HTML format, it may be set to such a small font that it is unreadable. To be kind to your recipients, change it to send messages in plain text. Choose Tools > Options; click on the Mail Format tab near the top of the window and in the Message Format section, use the drop-down list to select Plain Text.

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# Adobe Acrobat --- More Than Just A Reader

The full Adobe Acrobat product is really a suite of programs. The most important components are the PDF Writer, Exchange, and Distiller. These are the pieces that allow you to create, modify, and customize PDF (portable document format) files.

## Why PDF?

Portable document format files solve the problem of electronically publishing a formatted document in a manner so that anyone can read it without having to buy the software used to create the document. Prior to PDF, if you wanted to publish something created in Microsoft Word®, the reader would also have to have Microsoft Word® installed. If they wanted to read a WordPerfect® document, they'd have to have WordPerfect® installed, too. If another document they needed was in Lotus Word Pro® format,

they'd have to have that as well. Obviously, very few people would be willing to have every kind of document creation software installed. PDF was created to eliminate the need to have the originating software: all that is needed to view the document is the free reader. The *creator* of the document needs to have the full Adobe Acrobat product to create the PDF file from the originating software.

## How It Works

When you install the full Adobe Acrobat product, the PDF Writer component is installed as a "printer". This works much the same as fax software. When you send a fax, you "print" to fax software which eventually sends your document out via your fax modem. When you "print" to the PDF Writer, you create a PDF file which can be read by anyone who has the free Adobe Acrobat Reader installed on their system. You can create a PDF file from *any* application that

allows you to print to a printer! This makes it a perfect medium for electronic distribution of documents.

## Word Is Even Easier

It is even easier to create a PDF file from Word® 97. A special toolbar is added to Word® 97 when Adobe Acrobat is installed. A click on the Acrobat icon on the toolbar automatically saves the current document as a PDF file: you don't even have to switch the printer setting to PDF Writer! You can choose to be prompted for a path and filename or take the default name (*document.pdf*).

## Customize with Exchange

After the PDF file is created, you can customize the file by adding a table of contents, hyperlinks to WWW pages or email addresses, internal jumps, animations, movies, and sounds. Use the Exchange component to add or change these effects. You can even do minor text editing to fix last minute "typos".

## Well Integrated with PageMaker® 6.5

Adobe Acrobat has even better integra-

tion with Adobe PageMaker. A table of contents created in the PageMaker document can be transferred to the PDF document just by selecting that option. Internal and external links defined in PageMaker can also be preserved in the PDF file. Other features, including file size optimization, can be set and saved for PDF file creation.

## Distiller ... A Step Beyond PDF Writer

In rare cases, graphics and/or text don't appear quite right when an application prints to the PDF Writer. If the application can save to a Postscript (.PS) or Encapsulated Postscript file (.EPS), you can use that file as input to the Distiller component of Adobe Acrobat. Distiller takes a .ps or .eps file and creates a PDF file. This can be helpful if the information you want to put into PDF format is coming from an outside source which can supply it as a .ps or .eps file.

## This Issue's URLs\*

### PC Tips on the Web

Find this and past issues of Madeline's PC Tips in electronic form. (*Requires Acrobat Reader*) Other goodies, too!

<http://www.powerturn.com/goodies.html>

### Adobe Acrobat (Full Product)

For complete details about Adobe Acrobat.

<http://www.adobe.com/prodindex/acrobat/main.html>

### Adobe Tips and Techniques

Links to tips on various Adobe products including Acrobat.

<http://www.adobe.com/studio/tipstechniques/main.html>

### Adobe Acrobat Reader

Go to this page for instructions on how to get the latest free Adobe Acrobat Reader.

<http://www.adobe.com/prodindex/acrobat/readstep.html>

### Bay Area Earthquake Maps

Latest SF Bay Area seismic activity is shown on these maps from USGS and UC Berkeley.

[http://quake.wr.usgs.gov/recenteqs/Maps/SF\\_Bay.html](http://quake.wr.usgs.gov/recenteqs/Maps/SF_Bay.html)

\*URL: uniform resource locator. WWW jargon for the address of a Web page.